

# **BLOOD BORNE PATHOGENS and Substitutes in the Central Substitute System**

## **Employee Exposure Category Determination**

The State of California (Cal/OSHA) requires SCOE to determine employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which employees may be expected to incur an occupational exposure, regardless of frequency.

The following job classifications and/or assignments are in this category:

- (1) Education and program specialists, instructional assistants, clerical staff assigned to a school site, school psychologists, site administrators, speech therapists, school nurses and teachers (classroom and itinerant).

Individuals employed as substitutes for any of the positions listed above would be included in this classification. Therefore, for purposes of administering the Central Substitute System for local districts all certificated teachers will be considered Exposure Category 1.

All certificated substitute teachers who enroll in the SCOE Central Substitute System are required to either receive the Hepatitis B vaccination series or sign the *Hepatitis B Vaccination Election/Declination* form.

## **SUBSTITUTES IN THE SCOE CENTRAL SUBSTITUTE SYSTEM**

- (1) If you have already received the Hepatitis B vaccination, please indicate this on the *Hepatitis B Vaccination Election/Declination* form and submit proof of completion to the Credentials Office.
- (2) If you choose to decline to receive the Hepatitis B vaccinations, do so by indicating this on the *Hepatitis B Vaccination Election/Declination* form.
- (3) If you actively substitute in a SCOE classroom, and you elect to receive the Hepatitis B Vaccine, please do so indicating this on the *Hepatitis B Vaccination Election/Declination* form. Once the series has been completed and you have provided proof of completion to the Credentials Office, you will be reimbursed for the three-shot series.
- (4) If you actively substitute in the county and do not sub for SCOE you may elect to receive the Hepatitis B Vaccine, please do so indicating this on the *Hepatitis B Vaccination Election/Declination* form. Once the series has been completed and you have provided proof of completion to the Credentials Office, you will be reimbursed for the cost of the third vaccination.

For further information you may contact Human Resources or one of the SCOE Nurses listed on page 2.

## **Work Area Restrictions for Substitutes**

For your protection, it is highly recommended that when you are working for a district you refrain from eating, drinking, applying cosmetics or lip balm, and handling contact lenses in areas where occupational exposure may be expected.

Please be advised that food preparation cannot be performed in an area or on a surface where contamination has occurred. In the event an employee sustains an injury in which blood or potentially infectious materials is present, he/she shall remove himself/herself from food preparation.

Food and drink cannot be kept in refrigerators, freezers, or cabinets or on shelves, countertops, or bench tops where blood products or other body fluids are present.

*Note: Substitutes who are medically required to monitor their blood and/or self-administer injections, shall dispose of contaminated needles, sharps, and other materials only in containers designated for contaminated needles and sharps.*

## **Substitute Teacher's Responsibility to Obtain Additional Information from Employing District**

It is the responsibility of the substitute teacher to be familiar with the following information from the district for which they are working:

- (1) The District's Bloodborne Pathogens policies and procedures;
- (2) The District's procedures for reporting a possible exposure and follow-up procedures, including, the District's injury report form, if any;
- (3) Bloodborne Pathogen training opportunities;
- (4) The District's explanation of signs, labels, and color-coding system for hazardous materials, including body fluids; and
- (5) Information on how to obtain protective supplies such as gloves, cleaning solutions, etc.

If you would like to have further information on the Hepatitis B Vaccination, please contact one of our SCOE nurses listed below:

Judy Adams	524-2763
Donna Bassett	522-3273
Donna Bley	992-1141
Cathy Franchetti	524-2771
Ellie Held	992-1134
Cynthia Pullin	992-1138

Revised: March 7, 2011